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TRAINING 6
15 November 1967

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MEMORANDUM FOR: [REDACTED]

Office of Training

SUBJECT:

Training Programs within OBG

REFERENCE:

Your Phone Request of 7 November 1967

1. The training of professionals within OBG, other than in the Cartography Division, may best be described as an informal apprenticeship, with instruction and close supervision taking place while the individual undertakes his project or responsibilities. During this initial period the new employee is introduced to all of the research resources in the intelligence community including libraries, registers, analysts and their files, documentation systems, etc., and elsewhere in government as appropriate. Of course, there is an initial briefing on such matters as Division mission, types of projects undertaken and why, and the level of performance expected. The extent of on-the-job training varies with experience and background, and the duration of this informal instruction depends upon quickness of individual response.

2. The Special Cartographic Training Course, which has been in operation for about 15 years, is designed to prepare incoming personnel for assignment to technical or research map and graphic production. All new personnel are assigned to the program immediately upon entering on duty. All professionals -- I. O. Cartographer, Cartographer, Illustrator General, and Cartographic Draftsman -- are assigned to the Technical Support Branch/BGI for the formal training course. Based on background training and experience, the course runs from six to eight weeks. Instruction includes numerous training projects which introduce the trainee to the procedures, techniques, and accuracy standards required in Cartography Division. Depending upon his ultimate assignment, the student is trained in all aspects of the work procedures for which he will be responsible. The series of exercises and briefings concludes with the assignment of a production job. Progress reports at mid-term and as a final evaluation are prepared in writing and submitted through the Chief of the Division to the Director/BGI.

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3. Upon completion of the Cartographic Training Course, the student is assigned to a production component where, under the supervision of the Chief, he receives additional training at greater depth on his area of assignment. Progress reports are required at 3-, 6-, and 9-month intervals during the probationary period.

4. If you have any questions on the Cartography Division's training program please do not hesitate to call.

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Special Assistant to Director
Basic and Geographic Intelligence

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